

PLAN COMMISSION MEETING MINUTES
MONDAY, DECEMBER 29, 2014
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road

The December 29, 2014 meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:35 P.M.

Present: Chairperson Lienau, and members Scott Baker, Shane Solomon, Marge Grutzmacher, and Don Howard.

Excused: Eric Lundquist and Nate Bell

Others: Laddie Chapman, Jeremy Ashauer and Mike Helmlich of the Wisconsin Department of Transportation, Scott DeBaker of Robert E. Lee & Associates and Jordan Zacek.

Staff Members: Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

Comments, correspondence and concerns from the public:

Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded. He then noted that a copy of a letter from Inger Johnson was included in the meeting packets. In that letter Ms. Johnson indicates that she is opposed to having “lantern-style” streetlights installed when work is done on the Bay Shore Drive Reconstruction Project.

Approval of the agenda:

A motion was made by Grutzmacher, seconded by Solomon that the Agenda for the December 29, 2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Approval of minutes as published:

As to the minutes for the November 25, 2014 meeting of the Plan Commission:

A motion was made by Solomon, seconded by Baker that the minutes for the November 25, 2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Business Items:

Item No. 1. Public Hearing on amending and recreating §66.0808 of the Zoning Code – Noise Levels In Various Zoning Districts; Consider a motion to discuss and make a recommendation to the Village Board for Action:

Section 66.0808 of the Zoning Code states that any activity or operation of any use producing noise, other than ordinary vehicular noise, shall be conducted so that no noise from the activity or operation exceeds the following limits at any point off the lot on which the use is located: residential districts – 65 decibels, and business districts – 70 decibels. A number of complaints were received that the provisions of §66.0808 are not realistic, and this issue was referred to the SBAA and the Parks Committee with a request that recommendations for proposed amendments be formulated. Copies of the minutes for the meetings at which this issue was addressed were included in the meeting packets. The Parks Committee has recommended that the Village’s noise regulations be amended in such fashion that they state that variable noise levels of 85 decibels which last longer than 30 seconds when measured at the lot line will not be allowed. The SBAA recommended that a 10:30 P.M. time limit be established for playing of outdoor music, and the Parks Committee concurred.

At 5:44 P.M. Lienau called the public hearing on amending and recreating §66.0808 of the

1 Zoning Code – Noise Levels in Various Zoning Districts, to order. At 5:46 P.M. he asked if
2 anyone wished to comment regarding the proposed amendments, and when no one responded
3 he declared that the hearing was officially closed.

4
5 A motion was made by Grutzmacher, seconded by Baker that the Plan Commission
6 recommends that the proposed amendments to §66.0808 of the Zoning Code – Noise Levels in
7 Various Districts, which were reviewed at this meeting, be approved as presented. Motion
8 carried – All ayes.

9
10 **Item No. 2. Consider a motion to approve a Certified Survey Map for the Good Samaritan**
11 **Society – Scandia Village property:**

12 A draft of a Certified Survey Map which depicts dedication of the right-of-way for the Scandia
13 Village Expansion Project was included in the meeting packets and the Commission members
14 jointly reviewed that document.

15
16 A few complaints were received that the intersection of Canterbury Lane and Applewood Road
17 does not seem to be sized appropriately for large trucks, and as per the Commission's directives
18 Jackson requested that Chris Hecht, the Fire Chief, take a fire truck up there to see if the
19 complaints were justified. Chief Hecht complied with that request, and did not have any issues
20 turning the fire truck around in the intersection.

21
22 A motion was made by Lienau, seconded by Howard that the Plan Commission recommends
23 that the Certified Survey Map for the Good Samaritan Society – Scandia Village property which
24 was reviewed at this meeting be approved as presented. Motion carried – All ayes.

25
26 **Item No. 3. Consider a motion to approve a Certified Survey Map for the property which is**
27 **commonly referred to as the Old Helm's Cottage Lot which is owned by the Village of Sister**
28 **Bay:**

29 The members of the Administration Committee and the Parks, Properties and Streets Committee
30 have requested that they be allowed to create a new set of lots on the property which is
31 commonly referred to as "The Old Helm's Cottage Lot" in order to facilitate 6(f) conversion of
32 parcels which were obtained with Stewardship Grant funds. The DNR and the Federal Parks
33 System require a "land for land" swap in circumstances such as this, and a proposed Certified
34 Survey Map was included in the meeting packets. Lot 1 will have a 6(f) conversion restriction
35 on it, and the Village intends to create a public parking lot on that property. There is a
36 developer who is interested in purchasing Lot 2. A condition of the sale will be that the
37 developer construct public restrooms and changing facilities on Lot 2 and deed them back to
38 the Village.

39
40 A motion was made by Baker seconded by Grutzmacher that the Plan Commission
41 recommends that the Certified Survey Map for the property which is commonly referred to as
42 the Old Helm's Cottage Lot which is owned by the Village of Sister Bay be approved as
43 presented. Motion carried – All ayes.

44
45 **Item No. 4. Consider a motion to discuss and recommend to proceed to public hearing -**
46 **§66.1055(1)(e) – Permitted Façade Materials:**

47 After the last meeting Jackson did some more research regarding the Village's architectural
48 review criteria and determined that §66.1055(d) of the Zoning Code states that the Plan
49 Commission may modify any of the standards in the Site Plan and Architectural Review criteria
50 by a ³/₄ majority vote of the Commissioners, but only if supplemental design elements or

1 improvements are incorporated into the project which compensate for the modifications. Since
2 this provision already exists, the Commission members determined that it would not be
3 necessary for them to consider amendments to §66.1055(1)(e).

4
5 **Item No. 7. Report by the Zoning Administrator regarding development activities, various**
6 **enforcement actions, and issuance of Sign and Zoning Permits:**

7 Jackson gave the following oral report:

8
9 • **Permits/Enforcement Actions:**

10 A Zoning Permit has been issued to Steve Thomas for an addition to his building on
11 Country Walk Drive.

12
13 **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred**
14 **to a committee, Village official or employee:**

15 *There were no matters to be placed on a future agenda or referrals to a committee, Village*
16 *official or employee.*

17
18 **Adjournment:**

19 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*
20 *Commission at 6:10 P.M. Motion carried – All ayes.*

21
22 Respectfully submitted,

23 

24 Janal Suppanz,
25 Administrative Assistant